



# Internet and Acceptable Use Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact Southmoor Primary School on 9555 1235 or [southmoor.ps@education.vic.gov.au](mailto:southmoor.ps@education.vic.gov.au)

## PURPOSE

Southmoor Primary School provides computer facilities (e.g. desktop and laptops), a Bring Your Own Device Program (I-pads), and access to Google Suite and Microsoft Office 365, to allow students and staff to access and use information sources including the Internet and E-mail, to enhance educational opportunities. The Internet, E-mail and Google Suite offer exciting and stimulating opportunities for students to communicate with the world outside the classroom.

Southmoor Primary School promotes the use of Google Suite and Microsoft Office 365, E-mail and Internet and expects students, parents and staff will abide by the Conditions and Rules for Use at all times. Inappropriate use may result in restriction of student access to these resources . (Refer to Internet Policy Student Code of Conduct).

This policy has been developed to ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school, including through our 1-to-1 Ipad device program.
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- (e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

## SCOPE

This policy applies to all students and staff at Southmoor Primary School. Use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning.](#)

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Southmoor Primary School's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

## DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems. The term user applies to any person accessing the school computer facilities.

## POLICY

### Conditions and Rules for Use:

- All device screens will face into the classroom to enable effective monitoring by teachers.
- Food and drinks are not permitted at or near the computers and associated hardware.
- No student is to alter the configuration of the computers.
- Transmission of any material in violation of any Department of Education Policy, Federal or State regulation is prohibited. This includes, but is not limited to, copyright material, threatening and obscene material.
- Use for commercial activities is prohibited unless School Council gives specific authorisation.
- Use of computers or associated hardware is not permitted by students **unless a teacher is present in the room.**
- Youtube will be used only as directed by the teacher.
- Wet day activities **will preclude** use of the iPad/devices. Board games will be encouraged instead.

### Privilege

- Adherence to the Conditions and Rules for Use are mandatory. Use of the computer **facilities is a privilege,** not a right. Inappropriate use will result in the cancellation of access for an appropriate period of time.

### Monitoring

- Southmoor Primary School reserves the right to review any Internet, E-mail or Google Suite material accessed or saved by any student.
- All classroom teachers have access to a list of students who have consent to use the school's Internet.
- Student agreement and parent/guardian consent form is attached in the enrolment pack given to parents. Student agreement and consent form to be signed annually.

### Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Turn all messenger apps off when you enter the classroom. Always be polite online. Do not get abusive in your messages to others.
- Turn off notifications from the apps to minimise distractions
- No games will be allowed during the day. We would encourage you to put your games in a folder to play at home with your parent's permission.

- Always use appropriate language. The use of vulgarities and other inappropriate language is prohibited.
- Do not engage in activities, which are prohibited under State or Federal law.
- Never reveal your personal address or telephone number or the personal address or telephone number of any student, parent or staff member.
- E-mail is not guaranteed to be private. People who operate the system do have access to all E-mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of privileges.
- Only access websites that have been approved by the teacher.

### **Disclaimer**

All users need to consider the source and validity of any information they obtain. Southmoor Primary School:

- Accepts no responsibility for the accuracy or quality of information obtained through its services.
- Makes no warranty of any kind, whether expressed or implied, for the service it is providing.
- Will not be responsible for any damages to work incurred as a result of using the computers within the school. This includes the loss of data resulting from delays, no deliveries, mis-deliveries or service interruptions caused by the school or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk.

### **Security**

- Personal details (other than first names) and photographs of any student will not be published on the Internet, website or any other type of media without parental permission.
- If you feel you have identified a security problem on the Internet, you must notify the Principal immediately. Do not demonstrate the problem to other users.
- Attempts to log on as a Network Administrator will result in cancellation of user privileges.
- Any user identified as a security risk for having a history of problems with computer systems will be denied access to the computer facilities and Internet at Southmoor Primary School.

Note: Material, which is controversial, inappropriate or offensive may be encountered. On a global network it is impossible to screen or filter the content of all data. It is the user's responsibility not to deliberately initiate access to such material or to distribute such material by copying, storing or printing. Such material must be reported immediately to the Principal.

### **Vandalism and/or Harassment:**

- Vandalism is defined as any malicious attempt to harm, modify and/or destroy data of another user, the Internet or other networks. This includes but is not limited to the uploading or creating of computer viruses.
- Harassment is defined as the persistent annoyance of another user or the interference of another user or the interference of another user's work. Harassment includes but is not limited to the sending of unwanted mail.
- Vandalism and harassment will result in cancellation of user privileges.

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available on the school website
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2024
Consultation	School Council
Approved by	School Council
Next scheduled review date	2026

## STUDENT CODE OF CONDUCT

Access to the Internet, E-mail and Google Suite by students will be supervised by teachers and will be for educational purposes only.

The purposes of these guidelines are to ensure that students of Southmoor Primary School who use the Internet, E-mail and Google Suite do so in the appropriate manner.

1. Students will follow teacher instructions regarding the use of the Internet and E-mail and Google Suite.
2. Students will take great care with the computer equipment in class.
3. Student's behaviour in class when using the Internet and E-mail and Google Suite will be mature, responsible and courteous.
4. Students will work cooperatively and conscientiously while using the Internet, E-mail and Google Suite.
5. When using the Internet and Google Suite, students will only access appropriate information which is relevant to their work. They will make no attempt to access inappropriate material.
6. No student's photograph or video image will be published on the Internet without parental consent.
7. Students will only use first names on the Internet and E-mail communications (they will be taught the importance of not including surnames and addresses or giving out their personal details).
8. Students will respect the privacy of teachers and fellow students by not giving out their personal details or reading their E-mail.
9. Students will ensure that e-mail they send does not contain inappropriate content.
10. Students will remember that it is a privilege, not a right to be using the Internet and E-mail facilities of Southmoor Primary School and that any breach of the Condition and Rules of use will result in cancellation of access for an appropriate period of time.

Southmoor Primary School requires all students and their parents/guardians to read the Student Code of Conduct and agree to the Consent Questions on Compass before any access to the Internet, E-mail and Google Suite facilities can be allowed.

## CONSEQUENCES FOR BREACHING CODE OF CONDUCT

If a student breaches any aspect of the Student Code of Conduct the following will occur:

1. The student will be banned from using the Internet for a period inclusive of one school week (whichever week the breach took place in).  
E.g.: Breach occurs in week 8 of a 9-week term the student will be banned for the following week.
2. Parents will be contacted immediately.

Repeat Breaches:

1. If a further breach was to take place the Principal will request an interview with the parents and the student.
2. A cancellation of access will be at the discretion of the Principal.